

SIGNIFICANT FINDINGS OF RISK ASSESSMENT



Site / Premises: Granby Primary School	Assessment Carried Out By	Assessment Serial Number: 001 – 20/08/20		
Department:	Name: Sue Foreman Signature:	Date Carried Out or Reviewed	Date for Next Review	Reviewed By (Name)
Activity / Process: School activities during COVID 19 outbreak <ul style="list-style-type: none"> • During this evolving situation please monitor and follow government guidance given in the web links provided • All normal working practices should be assumed to continue unless they need to be changed for the duration. 	Responsible Manager / Team Leader etc	20/08/20	27/08/20	Sue Foreman
		Name: Dale Cross	16/09/20	23/09/20
	Signature:			

Risk Rating

The Risk Rating process is provided for guidance only. It is the risk assessors' evaluation of the risks that is important, and this may differ from the result indicated by the risk rating matrix. Even after taking the risk rating into consideration employers still have a duty to ensure that sufficient and adequate control measures are in place to ensure that any remaining risks are kept as low as is reasonably practicable.

General Principles of Control	There is no 'one size fits all' off-the-shelf suite of control measures to suit every school or circumstance. The control measures are based upon the principles of, <ul style="list-style-type: none"> • Avoiding contact with those who have symptoms. • Frequent hand cleaning & good Respiratory hygiene practices. • Regular Cleaning of settings. • Minimising contact & mixing (with a strong focus on year group separation). Even where these principles cannot be adopted in full, even a partial adoption of them would be beneficial in reducing the risk. It should also be remembered that more than one of the principles can be adopted simultaneously.	The wearing of respiratory protection (face masks) in Schools is NOT expected to be a routine control measure where no specific risk has been identified. However, the School will support any individual who chooses to wear one. Appropriate respiratory protective equipment/face masks are to be considered where effective separation cannot be maintained if dealing with a suspect case; This would normally be to the standard of a Fluid Resistant Surgical Mask. However, if dealing with a child with complex medical needs where aerosol generating procedures are performed an FFP3 standard face mask should be worn, for which face fit testing (FFT) must be completed beforehand. Other appropriate PPE may also be required – refer to latest government guidance
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What are the Hazards? (What can go wrong)	Who might be Harmed	Existing Control Measures (What are you already doing to manage the hazards/risks?)	Risk Rating with controls in place			Additional Controls Required (Where the existing controls are insufficient to reduce the risk to an acceptable level) Use the scoring table below to assist in planning actions.	Action By Who?	Action By When?	Additional Action Completed (Initials)
			Likelihood	Impact / Severity	Risk Rating Score				
Catching or Spreading COVID 19	Staff, Pupils, Visitors	<p>Welfare facilities are provided which contain good levels of soap and hand sanitiser.</p> <p>Maintain social distancing (2m separation where practicable) See below for Year Group arrangements.</p> <p>All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. Hands should then be dried using disposable towels etc, which should be disposed of into the bins provided.</p> <p>Tissues will be provided for employees and children, along with bins provided for their disposal. All persons should use a tissue when coughing or sneezing and then place the used tissue in the bin before washing their hands. If a tissue is not available coughing or sneezing into the crook of the elbow, with washing hands afterwards is an acceptable alternative.</p> <p>Contact with personnel suspected of having caught COVID-19 will be avoided.</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p> <p>Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed.</p> <p>Follow good respiratory hygiene and skin cleaning hygiene measures at all times.</p> <p>Should any member of staff or pupil disclose that someone living with them are self-isolating, they should be encouraged to do the same for 14 days as per Government guidance.</p> <p>Ensure frequent hand washing/sanitising is carried out by all persons throughout the day, including before & after eating, after sneezing & coughing or using tissues. After washing, hands should then be dried using disposable towels etc, which should be disposed of into the bins provided. For pupils regular hand washing / sanitising would include washing / sanitising their hands, on arrival, after breaks, before &</p>	3	3.5	10.5				

	<p>after lunch, after using the toilet and when changing rooms (Younger children & SEN pupils may need additional support & encouragement or supervision for this).</p> <p>Clear signage and information is to be displayed reminding all persons of social distancing, hygiene and hand washing requirements. This information should also be easily understandable to small children where necessary.</p> <p>Persons who are living with a person in the Shielding Category (but who are not ill themselves) should only be permitted to enter the School if stringent COVID 19 control measures can be implemented and if they fully understand them.</p> <p>Parents, contractors, etc are to be informed of the COVID 19 safety precautions of the School (Based upon Government Guidance and this risk assessment).</p> <p>Contingency plans are in place to provide remote learning for pupils should this become necessary.</p> <p>Contingency planning for school attendances during local restrictions will be based upon a Government directed tiered approach. This affects Granby as follows:</p> <ul style="list-style-type: none"> • Tier 1 – All schools will be open as normal. • Tier 4 – All Schools & FE establishments attendance will be limited to vulnerable children & young persons and children of critical workers (<i>excepting special school and Alternative Provision which will continue</i>). <p>The detail of the rotas implemented will be at the discretion of the schools concerned.</p> <p>This risk assessment and any safe systems of work must be communicated to staff before they start work, and be available in school. Staff to sign to say they have read and will comply.</p> <p>The SLT are to ensure that a system is in place to monitor and enforce the Covid 19 safety arrangements identified in this risk assessment.</p> <p>Records should be kept of classes, groups & staff and their close contacts, such that these can be provided to the Local Public Health Team if required.</p>							
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<p>Suspected case whilst on site or Positive Viral test result</p>	<p>Staff, Pupils, Visitors</p>	<p>When a person develops symptoms compatible with COVID 19 they should be sent home and isolate for 10 days. Their fellow household members should self-isolate for 14 days. Book a Covid 19 test for anyone in the household who has symptoms and self-isolate until you get the results. All staff and students attending the school will have access to a viral test if they display COVID 19 symptoms, and are encouraged to undertake the test in this scenario.</p>	<p>3</p>	<p>3</p>	<p>9</p>				

	<p><i>The school holds a stock of self-testing kits that are available for use where it is considered that this would increase the likelihood of the test being taken.</i></p> <p>Where a person tests negative for COVID 19 they can return to school, and their fellow household members can end their self-isolation. Please show staff any test results received by text, email or on paper.</p> <p>If the school receives notification of a positive COVID 19 viral test they should notify the local Public Health Team. (Parents should also report test results to the school).</p> <p>Where a person tests positive for COVID 19 they should go home and self-isolate for 10 days (or longer if the high temperature symptom continues).</p> <p>Upon identifying a positive test result, the Local Public Health Team will liaise with the School Management to determine if the rest of the class, bubble or group and any Staff members should be sent home and advised to self-isolate for 14 days (The other household members of that wider class or group do not need to self-isolate unless that person within that group or class subsequently develops COVID 19 symptoms).</p> <p>As part of the NHS Test & Trace programme, if other cases are detected within the school, Public Health England's Local Health Protection Teams will conduct a rapid investigation and will advise the school on the most appropriate action to take.</p> <p>If a person receives a positive viral test result for Covid 19 or displays symptoms - A high temperature, a persistent cough, or a loss or change to the sense of taste or smell they should:</p> <ul style="list-style-type: none"> • Notify the Headteacher immediately. • Avoid touching anything. • Go home immediately (Children accompanied by parent). • All other persons are to maintain a safe distance from affected individual. • If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. • Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected, with the waste materials stored securely, double bagged, for 72hrs before disposal. 							
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Travel off site	Staff, Pupils	<p>Travel is only required for essential purposes.</p> <p>Implement social distancing where possible. When on foot - 2m clearance from other persons, or if this is not possible, then 1m apart with additional precautions i.e. wearing face masks, staying side by side, minimising time spent together.</p> <p>All persons to limit their use of public transport (Where it is safe and practicable encourage the parents of children to get them to cycle or walk to school).</p> <p>Where travel is essential, use private single occupancy where possible.</p> <p>Travel by coach etc is to be minimised, with social distancing and/or groupings practiced throughout. Contact with the driver is</p>	2	3	6				

		<p>to be avoided, and any SEN requirements taken into account when reducing risks and minimise contact.</p> <p>School transport is to be cleaned before and after each use, with particular attention being paid to touch points.</p> <p>All persons are to wash and dry their hands upon completion of the journey. Drivers are to have access to and use hand sanitiser throughout the journey.</p> <p>Unless there are compelling reasons not to (i.e. disabilities, breathing difficulties, etc.) when travelling as a passenger in a vehicle you should wear a face covering in an enclosed space where social distancing isn't possible and where you will come into contact with people you do not normally meet. Children under the age of 11 years are also not required to wear face masks.</p> <p>Where possible, open vehicle windows for increased ventilation.</p> <p>If the vehicle is being used to transport a child with Covid 19 symptoms, wherever possible,</p> <ul style="list-style-type: none"> • Use a vehicle with a bulkhead for segregation. • The driver and the passenger should maintain a distance of 2 metres from each other. • The driver should wear PPE, and the passenger should wear a face mask if they are old enough to do so. • The vehicle should be cleaned & disinfected afterwards. • Tissues should be used if coughing/sneezing and recommend using plastic bags for collection and disposal of tissues/waste PPE • Handwashing/sanitising before and after transport activities and when disposing of waste. • On dedicated transport, pupil groupings should reflect those operating in the school to maintain segregation. • Hands are to be sanitised on boarding & disembarking. • Vehicles are to be regularly cleaned, including touch points. • Social distancing is to be maintained as far as possible whilst queueing and when in the vehicle. 								
Contaminati on during Access to &	Staff, Pupils, Visitors	<p>Where possible, implement the following practices:</p> <ul style="list-style-type: none"> • Introduce staggered start and finish times to reduce congestion and contact at all times. 	2	3	6					

<p>egress from site</p>	<ul style="list-style-type: none"> • Monitor site access points to enable social distancing – may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring. • Premises / Office staff will disinfect entry systems frequently throughout the day • Require all persons to wash & dry or clean their hands before entering or leaving the site. Hand washing with soap to be at least 20 seconds each time. • Allow plenty of space (two metres) between people waiting to enter site. • Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. screens, telephone handsets, desks, particularly during peak flow times. • Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible. • The process for removing & where appropriate disposing of face masks used during travel is communicated to staff & pupils, and covered bins provided. <p>Visitors No non-essential visitors are allowed onto the school site. Essential visitors may include parents, contractors and visiting professionals.</p> <p>All visitors to be made aware of site rules.</p> <p>Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read signs in reception regarding good hygiene. Ensure a log is kept of areas visited and people they have been in contact with.</p> <p>Staff Staff who are showing any of the signs of COVID -19 may NOT come to school.</p> <p>Staff MUST declare if they have a member of their family displaying signs of COVID-19 and may NOT come into school.</p> <p>Staff have been informed about the need for self-isolation, etc. as advised by the Government.</p> <p>Staff are to pay due regard to social distancing requirements when parking & accessing their vehicles.</p>							
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		<p>Hand cleaning facilities or hand sanitiser should be available at the entrances/exits and throughout the school and should be used by all persons when entering and leaving.</p> <p>Parents etc Contact with parents to be minimised, with only a single parent attending drop off & pick up of children, and 2m distancing to be observed.</p> <p>Parents, etc. are to be reminded not to gather by the School gates etc whilst awaiting their children, and are only allowed on site by appointment.</p> <p>A protocol should be in place to deal with those arriving at school who are not supposed to be there.</p>							
Contaminati on within Internal Areas	Staff, Pupils, Visitors	<p>It is understood that Early Years & Primary age and some SEN children may find it difficult to understand and maintain social distancing separation, therefore where this proves to be impracticable, the principles identified at the top of this risk assessment should be used to implement as high a standard of control as practicable.</p> <p>Desks should be as far apart as possible, with the aim of placing the sitting positions 2m apart where possible. Pupil sitting positions should be side to side, forward facing and not facing each other.</p> <p>Communal areas to be organised as far as possible to allow 2m separation between Staff and pupil groups.</p> <p>Consider marking out separate areas for each group etc.</p> <p>Pupils are as far as practicable to be kept in separate groups. For Primary these groups should be based upon individual year groups. For SEN the group size will be determined by local circumstances.</p> <p>It is accepted that there will be some cross over between groups but this should be kept to a minimum. These groups are to remain consistent, separated from other groups with social distancing (2m separation) as far as possible between them. The groups refer to the pupils only, and Staff are permitted to work between groups, but this should be minimised as far as possible.</p>	3	3	9				

	<p>These groups are as far as possible to keep to the same areas within the School.</p> <p>Where possible Staff are to maintain a safe distance between each other (2 metres). Two - three staff rooms will be made available to aid social distancing. Use of the Staffroom is to be kept to a minimum.</p> <p>Limit the number of Staff in each room/area as far as possible to follow social distancing guidance. Where possible, Staff are to keep 2m apart from other Staff & Pupils, avoid close face to face contact, and minimise necessary contact within 1m of others.</p> <p>In Assemblies each group is to be kept separate from others (This may require single year group assemblies).</p> <p>All persons are to wash & dry/sanitize their hands frequently.</p> <p>Strict hygiene rules to be implemented, all staff to be asked to do the following:</p> <ul style="list-style-type: none"> • Wash hands on entry and regularly thereafter. • Use alcohol-based hand sanitiser. • Wash hands if face is touched. • All hand contact surfaces to be regularly cleaned. <p>Try to avoid working with paper/other materials that are shared in a way that may aid transmission, i.e. consideration to be given to marking work (done electronically), photocopying, etc.</p> <p>Staff to Staff interaction;</p> <ul style="list-style-type: none"> • Staff should only complete authorised activities, • No close contact activities (within 2 metre distance). <p>Equipment, Activities and resources</p> <ul style="list-style-type: none"> • Limit the use of shared resources. • Staff & pupils have their own allocated individual frequently used resources such as pens & pencils. • All equipment & resources are to be regularly cleaned (including IT equipment), and equipment & resources that are shared between groups are cleaned between each use. • Pupils should be reminded only to bring essential items into the school. 							
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	<p>Singing activities or playing brass or wind instruments is permitted only in the following circumstances:</p> <ul style="list-style-type: none"> • Where social distancing of 2m between each individual can be maintained • Voices are not be raised unduly. • Where possible musical instruments should be cleaned by the pupils using them. • Participants are not facing others and not sharing instruments. • Good levels of ventilation are provided, with preferably the activity being carried out outdoors. • Where larger groups or choirs are singing the ventilation rate should be at least 10l/sec per person <p>Ventilation should take account of varying weather conditions. Higher level windows should be opened and occupants should be encouraged to wear layers. A balance needs to be struck between ventilation and thermal comfort.</p> <p>For advice on practical school science, D&T, etc. see https://www.cleapss.org.uk/</p> <p><i>As an alternative to cleaning between each use, equipment & resources etc could be removed and quarantined for 48hrs (or 72hrs for items containing plastics) between use by different persons/classes/groups – But putting resources out of use for extended periods and the potential for premature unauthorised reuse needs to be considered.</i></p> <p>Where possible, meetings are to be held by remote means, rather than face to face (i.e. video calling).</p> <p>Doors may be propped open to reduce contact points, provided fire safety, security & safeguarding requirements <u>are not compromised.</u></p> <p>Consider fitting Maglocks (magnetic release devices) to doors where appropriate that must operate in a fail safe way to ensure fire safety is maintained.</p> <p>Ensure occupied rooms are well ventilated, opening windows where possible.</p> <p>Centralised ventilation systems that the circulate air between</p>												
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		<p>different rooms only are to be turned off, and fresh air ventilation selected. <i>Ventilation systems that use a mix of recirculated and fresh air, or single room recirculating units are acceptable, and the use of desk fans etc may help to prevent pockets of stagnant air.</i></p> <p>When walking along corridors or using the stairs all persons are to keep to the left side in order to enhance segregation. Maintain a consistent side to walk on throughout the premises.</p> <p>Access & exit to classrooms etc should be made by external doors where this option is available.</p> <p>Where lifts are available, these are only to be used by one person at a time (unless unavoidable – i.e. accompanying a child for specific SEN reasons, where the level of contact/risk will dictate the control measures to be taken). Lift touch points are to be cleaned regularly. Hands are to be washed & dried or sanitised after using the lift.</p> <p>The Screen separating the main Reception Staff from persons entering the building is only to be opened the minimum distance to allow work activities to proceed, and where their use cannot be avoided returned badge holders are to be cleaned immediately. Where not already provided, a screen is to be fitted to separate the main Reception Staff from persons entering the building. Reception staff talking to visitors will wear visors.</p> <p>Bins are to be provided in each main room to collect used tissues, and emptied regularly. Lids should be kept on bins.</p> <p>Drinking water fountains are not in use (Additional drinking water facilities may need to be provided - i.e. bottled water).</p>							
Contaminati on in Outdoor Areas	Staff, Pupils	<p>It is understood that Early Years & Primary age and some SEN children may find it difficult to understand and maintain social distancing separation, therefore where this proves to be impracticable, the principles identified at the top of this risk assessment should be used to implement as high a standard of control as practicable.</p> <p>Areas to be organised to allow 2m separation between all Staff or pupil groups. Consider marking out separate areas for each group etc.</p>	2	3	6				

	<p>Break and lunch times have been staggered to maximise social distancing and reduce congestion.</p> <p>Year groups will remain in a consistent bubble at lunch and play times with social distancing (2m separation) as far as possible between them.</p> <p>These groups are as far as possible to keep to the same areas.</p> <p>External play equipment and PE equipment will be cleaned after each use.</p> <p>All persons are to wash their hands upon entering and leaving the playground.</p> <p>Specific guidance on sports can be obtained from https://www.afpe.org.uk/</p> <p>The pupil activities permitted are to be restricted to those where the potential for inadvertent close contact between pupils is minimised. Contact sports are to be avoided.</p> <p>Where lessons are taken outside, the same COVID 19 control measures (social distancing and hand washing protocols etc) should be adopted as for indoors lessons.</p> <p>Facilities should be sufficient to provide adequate shelter from inclement or hot weather where necessary.</p>							
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Contaminati on resulting from inappropriat e allocation of Staff	Staff	<p>Staffing allocation is reviewed on a daily basis and the following issues are considered:</p> <ul style="list-style-type: none"> • Authorisation onto the school site will be by the Headteacher. • All staff medical needs to be discussed with the Head teacher prior to them entering the school. • Staff to minimise the use of the staff room • Staff to raise any concerns about going into school with the Headteacher/School Business Manager • Sufficient provision must be made for the provision of first aid, physical intervention, emergency procedures response, etc. • Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc. • There is an emphasis on ensuring social distancing, therefore the smallest number of staff are allocated to a classroom. • As far as possible, try to plan for the same teacher etc to be with the same group of pupils throughout, and for children to stay in the same groups. • Cleaning staff rotas have been reviewed to ensure appropriate coverage. • Staff are allocated duties to enforce, as far as is reasonably practical, social distancing of pupils leaving school at the end of the school day. 	2	3	6				
Contaminati on arising from poor work planning	Staff, Pupils,	<p>Areas are to be organised to allow effective separation between all Staff or groups (the desks should be as far apart as possible). Consider marking out areas so to provide a clear means of maintaining 2m distance.</p> <p>Timetables to be reviewed to determine acceptable activities and minimising contacts and movement within the school.</p> <p>Start & finish times (including for pupil drop off & pick up), assemblies, breaks and lunchtimes to be staggered to reduce congestion.</p> <p>Any use of shared offices, etc. is also to be staggered.</p> <p>Pupils are as far as practicable to be kept in separate groups. For Primary these groups should be based upon year groups..</p>	2	3	6				

		<p>For SEN the group size will be determined by local circumstances.</p> <p>It is accepted that there will be some cross over between groups but this should be kept to a minimum.</p> <p>These groups are to remain consistent, separated from other groups with social distancing (2m separation) as far as possible between them.</p> <p>The groups refer to the pupils only, and Staff are permitted to work between groups, but this should be minimised as far as possible.</p> <p>Movement around the school site is to be kept to a minimum. These groups are as far as possible to keep to the same areas of use of the premises, and if possible each individual to the same desk.</p> <p>Priority is to be given to outdoor PE activities over indoor ones.</p> <p>The use of shared resources (i.e. stationery & equipment) is to be limited, and each item regularly cleaned considering change of user.</p> <p>Where SEN pupils are attending School the same principles of segregation, hygiene, cohesive staffing and PPE use should be applied as far as is possible, but the actual measures to be adopted for each case should be determined by a review of each pupil's Health Care/ Support Plan/ Risk Assessment, and considering the individual circumstances of each case.</p>						
Inadequate Cleaning	Staff, Pupils, Visitors	<p>A cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. work surfaces, door handles, taps etc. are all thoroughly cleaned regularly.</p> <p>Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> • A combined detergent disinfectant solution or chlorine-based cleaner is to be used. (COSHH assessment required) • Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc. • Rooms or areas shared by different groups are to be cleaned between each group use. 	3	3	9			

	<ul style="list-style-type: none"> • Hand towels and hand wash are to be checked and replaced as needed by the Premises Officer and cleaning staff. • Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc. • Cleaners are to wear disposable or washing-up gloves and aprons for cleaning - (if cleaning a heavily contaminated area eye and respiratory protection should also be used). • Where Covid 19 contamination is suspected or identified the waste cleaning materials and used disposable PPE should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished • When disinfecting, use disposable cloths, to first clean hard surfaces with warm soapy water, then disinfect the surfaces. • A Fogger has been purchased to aid quick and thorough antiviral disinfecting. • Cleaners are to wash & dry their hands after removing the PPE. <p style="color: red;">Enhanced cleaning means that cleaning will take place immediately after the arrival of staff and pupils; mid-way through the morning; lunchtime; mid afternoon; and after the children have left. It also means that a combined detergent disinfectant solution or chlorine-based cleaner / anti-bacterial cleaner will be used and that touch points will be a particular focus. A fogging machine provides antiviral disinfecting.</p> <p>Only cleaning products supplied by the school are to be used (Suppliers may need to be notified if additional stocks are necessary).</p> <p>Bin liners should be used in all bins and bins emptied daily.</p> <p>External play equipment is to be cleaned regularly and between each group use.</p> <p>Where cleaning has been identified in the risk assessment this is normally with standard products such as detergents & bleach. If Covid 19 contamination is known or suspected, then the cleaning should be followed by disinfecting (using chlorine based products).</p>							
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		<i>Although disinfecting may also be carried out routinely as an assurance measure.</i>								
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Contamination from deliveries & Waste collection.	Staff, Pupils, Delivery drivers, Waste collection operators	<p>If practicable drivers should wash or clean their hands before unloading goods and materials.</p> <p>Do not approach delivery staff, allow packages to be left in a safe place.</p> <p>Hands are to be thoroughly washed & dried after handling all deliveries or waste materials.</p> <p>Waste bags and containers - to be kept closed.</p> <p>Waste collections to be made when the minimum number of persons are on site (i.e. after normal opening hours).</p>	3	3	9				
Contamination from contractors	Staff, Pupils, Contractors	<p>Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene.</p> <p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres). All contractors are to wash their hands upon entering the site.</p> <p>Strict hygiene rules to be implemented, all contractors are to be asked to do the following:</p> <ul style="list-style-type: none"> • Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser. • Repeat the hand washing/sanitising regularly. <p>Site inductions are to be carried out following social distancing principles (2m separation). If possible, these should be carried out outside.</p> <p>The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned. Also who they have been in contact with for tracing purposes.</p> <p>Where possible, contractor works are to be programmed for times when the minimum number of persons are on site (i.e. after normal opening hours).</p> <p>Contractors & Third Party Organisations working on site are to have their own COVID 19 risk assessments and safe systems of work which are compatible with the school COVID 19 arrangements, or are to comply with the schools arrangements.</p>	3	3	9				

<p>Poor hygiene</p>	<p>Staff, Pupils, Visitors</p>	<p>Wash hands thoroughly and regularly. Use soap and water for at least 20 seconds. Hands should then be dried using disposable towels etc, which should be disposed of into the bins provided. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS guidance.</p> <p>Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.</p> <p>Provide additional hand washing & drying facilities where necessary.</p> <p>Regularly clean the hand washing facilities and check soap and sanitiser levels.</p> <p>Provide sufficient rubbish bins with lids for hand towels with regular removal and disposal, which are fit for purpose.</p> <p>Sites may need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p>	<p>3</p>	<p>3</p>	<p>9</p>				
<p>Canteen use - exposure from large numbers of persons</p>	<p>Staff, Pupils</p>	<p>Food and drink should only be consumed in dedicated facilities where possible.</p> <p>Break times should be staggered to reduce congestion and contact at all times.</p> <p>Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.</p> <p>In staff locations persons should sit 2 metres apart from each other whilst eating and avoid personal contact. In dining halls each group is to be kept separate from others.</p> <p>Where catering is provided on site, where possible food served or displayed should be individually wrapped to avoid contamination. Touching multiple items before making final selection should be discouraged.</p> <p>Food displays should be protected against contamination by coughing, sneezing, etc</p>	<p>3</p>	<p>3</p>	<p>9</p>				

		<p>Any cutlery provided should be handed out by staff wearing gloves or allocated separately to users and not provided in communal storage where users select their own.</p> <p>Payments should be taken by contactless methods wherever possible.</p> <p>Children will bring their own drinking water to school as drinking water fountains will be out of use.</p> <p>Where possible, Kitchen windows should remain open to increase ventilation (Fly-screens should be fitted).</p> <p>Tables and chairs should be cleaned between each use.</p> <p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.</p>							
<p>Contamination due to use of Changing facilities, toilets, showers and drying rooms</p>	<p>Staff, Pupils</p>	<p>Allow staggered start and finish times to reduce congestion and contact wherever possible.</p> <p>Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.</p> <p>Enhanced cleaning means that cleaning will take place immediately after the arrival of staff and pupils; mid-way through the morning; lunchtime; mid afternoon; and after the children have left. It also means that a combined detergent disinfectant solution or chlorine-based cleaner / anti-bacterial cleaner will be used and that touch points will be a particular focus. A fogging machine provides antiviral disinfecting.</p> <p>Consider increasing the number or size of facilities available on site if possible.</p> <p>Provide sufficient rubbish bins with lids and which are fit for purpose in these areas with regular removal and disposal. Bin liners should be used in all bins.</p> <p>Paper towels will be given out for children to dry their hands at times when the whole class are hand washing. When individual children are hand washing, the warm air hand driers will be used.</p>	<p>3</p>	<p>3</p>	<p>9</p>				

		<p>Limit the number of persons using the toilet and shower facilities to single year groups at any one time.</p> <p>Wash & dry hands after using the facilities.</p>						
Lack of awareness	Staff, Pupils, Visitors	<p>Clear posters, signage and information is to be displayed around the site (and particularly in welfare areas) reminding all persons of social distancing, hygiene and hand washing requirements. This information should also be easily understandable to small children where necessary.</p> <p>Return to school handbook was sent to all parents and staff prior to returning to school. ParentMail is used to provide parents with regular updates and reminders. Email is used to provide information and reminders to staff.</p> <p>All personnel on site will be reminded of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing personnel of the known symptoms.</p> <p>Staff are to challenge any person not adhering to the control measures within this risk assessment.</p>	2	3	6			
Inappropriate emergency procedures (Fire alarm activations etc)	Staff, Pupils, Visitors, Contractors	<p>Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. Particularly at assembly areas (2m separation).</p> <p>Fire safety procedures have been reviewed to take account of social distancing and staffing levels. This includes a review of PEEP's and Evac Chair requirements, and contingencies for unplanned staff absences due to Covid 19.</p>	2	3	6			
First Aid provision	Staff, Pupils, Visitors	<p>First aider numbers & locations may need to be reviewed to ensure appropriate cover is maintained.</p> <p>Adequate social distancing of 2m separation is to be maintained at all times when direct physical contact is not necessary.</p> <p>When physical contact is necessary PPE appropriate to the level of risk is to be worn (Gloves, face mask, apron, eye protection).</p> <p>Upon completion of first aid, thoroughly wash & dry the hands and any points of contact, and clean & disinfect the affected area.</p>	2	3	6			
Child can't / won't social distance	Staff & pupils	<ul style="list-style-type: none"> Follow DfE guidance on re-opening of schools for some year groups Avoidance and isolation of anyone with symptoms Additional cleaning routines Frequent hand washing and good hygiene practice 	5	3	15			

		<ul style="list-style-type: none"> Fewer children per class with no opportunities to mix with other children and adults Additional staffroom facilities put in place <p>Individual risk assessment for SEND children and/or those with a Physical Handling Plan</p>						
Poor mental health, well-being and anxiety	Staff & children	<ul style="list-style-type: none"> Bounce Back to School programme Opportunities for staff to talk through their concerns Opportunities for some staff to continue to work from home Free counselling services offered to staff Quality of information flow to staff and parents Children returning to school will have support with social, emotional and mental health Managers / SMT are to keep in regular contact with and monitor the wellbeing of Staff not currently working on the site. Staff and governor mental health First Aiders available 	4	3	12			
Inappropriate First Aid	Staff, student and visitors may become infected	<p>First aiders are instructed to thoroughly wash their hands before and after giving first aid >20 seconds.</p> <ul style="list-style-type: none"> Disposable gloves are provided in all first aid boxes and are worn where required when administering first aid. A plastic apron is worn if a significant amount of blood is involved. Face visors are also available. All cuts and abrasions are cleaned immediately using water and covered with waterproof dressings. Any splashes of blood and/or bodily fluids from another person, which enter the eyes or mouth of the first aider, are immediately washed out with copious amounts of water. Splashes of blood and/or bodily fluids, which fall on the skin of the first aider, are immediately washed away using warm water and soap. Children are encouraged to administer their own First Aid with support from an adult. If it is evident that the skin has been broken, and that it is possible there has been contact with blood from another person, the first aider is instructed to encourage the cut to bleed then clean with water and cover with a waterproof plaster Upon completion of first aid, thoroughly wash & dry the hands and any points of contact, and clean & disinfect the affected area 	2	3	6			
Poor	Staff, student	<ul style="list-style-type: none"> Parents/carers of a pupil returning to school after a reportable infectious disease will inform the school. 	2	3	6	Cleaners are employed to carry out rigorous cleaning of the premises and supervised by our Premises Officer. Cleaning		

management of infectious diseases	t and visitors may become infected	<ul style="list-style-type: none"> Parents/carers will be advised not to send child if: display signs of being unwell, have untreated infectious disease, require medication, vomiting or diarrhoea, or are still within the recommended minimum period to stay away from school. In the event of any outbreak of an infectious disease or food poisoning, the school will inform the Consultant in Communicable Disease Control (CCDC) and/or the Environmental Health Officer (EHO). All parents/carers encouraged to have their child immunized 				<p>equipment is maintained to a high standard and is colour coded according to area of use. Personal protective equipment (PPE) to be worn. SLT to review on a daily basis.</p> <p>helpline to answer questions about COVID-19 related to education. Staff, parents and young people can contact the helpline as follows: Phone: 0800 046 8687 DfE.coronavirushelpline@education.gov.uk Opening hours: 8am to 6pm (Monday to Friday) No school should close in response to a suspected (or confirmed) COVID-19 case unless directed to do so by Public Health England.</p>
Inappropriate cleaning of body fluid spillages	Pupils, Staff, Visitors	<ul style="list-style-type: none"> All staff are informed how to use personal protective equipment (PPE), which is provided by the school Any spillages of bodily fluids are cleaned up immediately using paper towels, which are discarded as clinical waste in the first aid area Mops are never used to clean up any bodily fluids Any member of staff cleaning up bodily fluids will wear PPE, including gloves and a disposable apron A combination of disinfectant, detergent and warm water is used to clean the affected area. The surface is rinsed and dried properly, and a wet floor sign is displayed to prevent any trip hazards Any disposable PPE used, such as latex gloves and plastic aprons, are discarded as clinical waste after use All clinical waste is disposed of using clinical waste bags, which should become no more than two thirds full and sealed after filling, and if necessary are stored in a secure location ready for collection, (PO area). Storage at low temperatures will help kill the virus Following the cleaning up of bodily fluids, all members of staff and/or pupils involved are instructed to wash & sanitise their hands >20 seconds If necessary, any pupils' soiled clothing is hygienically bagged and given to the parents/carers at the end of the school day No member of staff will ever clean or rinse a pupil's soiled clothing 	2	3	6	
Hazards at Before and After School Care	Pupils, Staff, Visitors	<p>Preceding hazards, personnel, control measures and risk rating are all applicable to our before and after school clubs.</p> <p>We will advise parents/carers that attending before and after school clubs presents a greater risk due to the mixing of year group bubbles.</p>	3	3	9	

		<p>Parents of children in Nursery, Reception and Year 1 will drop off and collect their children from the Nursery door. Please ring the bell – there is no need to enter the building.</p> <p>Parents of children in Years 2 to 6 will drop off and collect their children from the Camelot Room. Please knock on the door – there is no need to enter the building.</p>						
Members of the school community not self isolating	Pupils, Staff, Visitors	<p>Families may need to self-isolate due to symptoms, waiting for test results, quarantining after holidays, or other reasons. Failure to self-isolate may be due to social or economic issues.</p> <p>We will circulate information to parents about quarantine and financial support available.</p>	2	3	6	https://www.gov.uk/guidance/corona-virus-covid-19-what-to-do-if-youre-employed-and-cannot-work		
Volunteer readers	Pupils, staff, volunteers, visitors	<p>Volunteer adults are allowed back into school to listen to readers as long as they follow the following procedures:</p> <ul style="list-style-type: none"> • Keep at least 2m between self and other adults as adult to adult contamination is more likely than adult to child or vice versa. • Sit side by side with the child reading – not facing them • Wash hands on entry and exit to the building • Use hand sanitiser provided between children • PPE including masks and visors are available on request • The child and volunteer will sit in a well ventilated space 	2	3	6			
Transmission bridges	Pupils, staff, volunteers, visitors	<p>Transmission bridges is the name used to describe the act of adults crossing between bubbles. Our controls to manage this are:</p> <ul style="list-style-type: none"> • Adults wash and/or sanitise hands when leaving or entering a bubble • Adults use a designated staff room and wash/sanitise hands on entry and exit • Adults use social distancing in shared use spaces, eg hall, stairways, staff rooms etc • Adults may choose to wear face coverings if they wish • Vulnerable and clinically vulnerable staff have lanyards to remind others to socially distance • Individual risk assessments are in place 	3	3	9			
Greater risk of adult to adult transmission	Staff, volunteers, visitors	<p>Adult to adult transmission can be reduced by:</p> <ul style="list-style-type: none"> • Adults wash and/or sanitise hands when leaving or entering a bubble • Adults use a designated staff room and wash/sanitise hands on entry and exit • Adults use social distancing in shared use spaces, eg hall, stairways, staff rooms etc • Adults may choose to wear face coverings if they wish • Vulnerable and clinically vulnerable staff have lanyards to remind others to socially distance 	3	3	9			

		Individual risk assessments are in place							
Lack of monitoring of these measures	Pupils, staff, volunteers, visitors	<p>It is important that these processes are monitored to assure their implementation and effectiveness. To do this, we will:</p> <ul style="list-style-type: none"> • Use a paper based system to record regular checks and enhanced cleaning • Regular H&S meetings review procedures in place • Reports to Governors and governor monitoring of Covid precautions 	2	1	2				

Government & NHS Guidance

Coronavirus Guidance

<https://www.gov.uk/coronavirus>

Guidance on infection prevention and control for COVID-19

<https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

Managing premises

<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider>

Cleaning Guidance

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Check if you have coronavirus symptoms

<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

Extremely Vulnerable Persons <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Travel guidance

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#exemptions-face-coverings>

Guidance for the full opening of schools from the start of the autumn term:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

Guidance on actions for early years and childcare providers:

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures>

Guidance for the full opening of special schools and other specialist settings from the start of the autumn term:

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings>

Guidance on what further education colleges and providers will need to do from the start of the 2020 autumn term:

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision>

Scoring Table

LEVEL OF RISK		OVERALL RATING		HOW THE RISK SHOULD BE TACKLED/MANAGED		
HIGH RISK		15-25		Immediate Management Action		
MEDIUM RISK		9-12		Plan for Change		
LOW RISK		1-8		Continue to Manage		
L i k e l i h o o d (A)	5 Almost Certain	5	10	15	20	25
	4 Probable /Likely	4	8	12	16	20
	3 Possible	3	6	9	12	15
	2 Unlikely	2	4	6	8	10
	1 Very Unlikely / Rare	1	2	3	4	5
		1 Insignificant / Negligible	2 Minor	3 Moderate	4 Major	5 Critical / Catastrophic
	Impact (B)					

Risk Score

To calculate the Risk Score in the Risk Assessment Register above, simply multiply the Impact by the Likelihood to identify the level of risk as per the table above.

Risk Scoring Guide

Consider the potential harm or injury that could result from the identified hazard if an accident or incident were to occur, based on the table below.

Impact Criteria (B)	IMPACT	SCORE	HEALTH & SAFETY EFFECT
	Critical/ Catastrophic	5	Multiple deaths of employees, service users, members of the public, etc.
	Major	4	Death of an employee, service user, member of the public, etc.
	Moderate	3	Serious injury (acute, chronic or life-changing) to employee, service user or member of the public requiring medical intervention.
	Minor	2	Minor injury such as a bump or bruise that may require First Aid treatment and the person returns to work.
	Insignificant / Negligible	1	A day to day issue/problem but negligible harm would result.

Now consider the likelihood of that harm or injury being realised based on the expected frequencies in the table below.

	LIKELIHOOD	SCORE	EXPECTED FREQUENCY
Likelihood Criteria (A)	Almost Certain	5	Reasonable to expect that the event WILL undoubtedly happen/recur, possibly frequently and is probable in the current year
	Probable / Likely	4	Event is MORE THAN LIKELY to occur, will probably happen/recur, but is not a persisting issue. Will possibly happen in the current year and be likely in the longer term
	Possible	3	LITTLE LIKELIHOOD of event occurring. Not likely in the current year, but reasonably likely in the medium/long term.
	Unlikely	2	Event NOT EXPECTED . Do not expect it to happen/recur. Extremely unlikely to happen in the current year, but possible in the longer term.
	Very Unlikely /Rare	1	EXCEPTIONAL event. This will probably never happen/recur. A barely feasible event.